

# *Step-by-Step Chair Adjustment Guide*

## **First:**

Observe person performing work tasks. Notice sitting habits. Ask questions such as: Are you comfortable in your chair? Do you know how to adjust your chair? Does your chair move easily from one workstation to another?

## **Then:**

Determine whether the work surface height is appropriate for the person. If not, a keyboard tray, change to the work surface height or an adjustable height work surface should be considered. In the meantime it may be necessary to use a footrest or other accessories to adjust the person to the work surface. The following steps assume the work surface is at an appropriate height.

### **Step 1**

- Start by setting seat pan height so feet are flat on the floor (or footrest if needed).

### **Step 2**

- Check to determine that there is no pressure on the back of the knees. To make sure of this you should have 3-4 fingers' space between back of knees and edge of chair.

### **Step 3**

- If the seat has a seat tilt adjustment, adjust the seat tilt to a position that is comfortable for the task, such as slightly downward for keyboarding .

### **Step 4**

- Then adjust the backrest tilt if you can, to an angle that supports the back, while sitting upright between 90 and 120 degrees.

### **Step 5**

- If the backrest can be adjusted for height move it through its lowest to highest range to find a position that puts firm pressure on the low back and supports the natural "S" curvature.

### **Step 6**

- Adjust the armrests to fully support the arms and relieve pressure from the neck-shoulder area without elevating the shoulders. Some armrests can be positioned closer and farther from the body, and if so, find the appropriate position to fit the body type of the person using the chair and the work being performed. The armrests should not interfere with arm movements during tasks.

### **Step 7**

- After the chair adjustments have been made observe the person's position while performing job tasks. It may be necessary to make adjustments to workstation and/or further adjustments to the chair.